

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes and bubbling hot springs, cold mountain streams, winter snows and sunny summer skies, rolling sagebrush hills and vibrant wildflower meadows.



Photo: © S. Kentala

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants and cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville and Walker, which offer

a quiet and rural way of life, with shopping in nearby Gardnerville and Carson City, Nevada.

Are you tired of the big city with its crowds and pollution? Are you looking to improve your quality of life? Perhaps Mono County is the place of your dreams.

If you enjoy the great outdoors, what better place to live and work than Mono County?

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*BENEFITS: Mono County provides generous benefits, including 2.7 % at 55 PERS (effective 7/07), medical, dental, vision and deferred compensation. This position is considered FLSA exempt.*

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### TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR  
P.O. Box 696, Bridgeport, CA 93517  
Telephone: (760) 932-5412  
Fax: (760) 932-5411  
[tneely@mono.ca.gov](mailto:tneely@mono.ca.gov)

Applications with written responses to the supplemental questionnaire must be received by 5:00 p.m. on the final filing date of September 22, 2006. Faxes will be accepted only if the fax is sent to this office by the final filing date and time AND the original application is mailed and postmarked by the final filing date.

*SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.*

## COUNTY OF MONO



### INVITES APPLICATIONS FOR

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### PROJECT MANAGER

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### OPEN UNTIL FILLED

“At Will” Position

**\$5,244 / mo.**

*Equal Employment Opportunity Employer*

## THE POSITION

This is a single class employment position under direction of, and appointment by, the Public Works Director. The successful candidate for this position will be responsible for administering contracts, scheduling projects, developing and monitoring project budgets, compiling and tracking project data, and preparing complex reports and permit documents. The project manager will also assist with planning, permitting, and administration of improvement and maintenance projects for County solid waste facilities, roads, bridges, parks, buildings, airports, cemeteries, and campgrounds. This position also develops grant proposals to fund projects. The office for this position is in Bridgeport with travel required throughout the county.

### Typical tasks include, but are not limited to:

- Assist in the development of bid packages for maintenance and improvement projects;
- Plan, organize, and manage various projects;
- Prepare and administer contracts and budgets;
- Compile, monitor, and update project data;
- Prepare project cost estimates;
- Prepare quarterly reports to regulatory agencies;
- Correspond with regulators, vendors, & contractors;
- Research, develop, apply for, and manage grants;
- Maintain short- and long-term schedules for maintenance projects and reporting programs;
- Assist with developing and updating permit documents associated with solid waste, land development, transportation, and other projects;
- Establish collaborative relationships with others.

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*The ideal candidate has a combination of experience working as a Project Manager and demonstrates excellent written, verbal, project management and organizational abilities.*

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## QUALIFICATIONS

Any combination of education and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Five years of construction management experience that included bidding, contract award, inspection, schedule and budget monitoring, progress payments, change orders, bonding, as-builts, and project close-out; **or**,
- Five years of contract administration experience that included budget development and tracking, financial analysis, bid solicitation and evaluation, developing contract scopes of work, interpretation and administration of contracts, report preparation; **or**,
- Completion of an engineering or scientific college curriculum with five years' experience in land development, solid waste, or transportation projects, including planning, developing, coordinating, budgeting, and cost estimating for those projects.

**SPECIAL REQUIREMENTS:** must possess a valid driver's license and have the ability and willingness to travel throughout the county. This position may be required to work other than an 8 to 5 shift.

**Physical Requirements and Working Conditions:** Sit for extended periods, frequently stand, walk, kneel and crouch; ability to lift and carry 25 lbs.; able to operate office equipment and drive a motor vehicle. Work is typically performed in an office and out-of doors, with frequent public contact.

**Knowledge of:** Project management, planning, cost estimating, scheduling, and budget tracking; solid waste permit regulations; thorough knowledge of Word, Excel, and Access.

**Ability and Willingness to:** Work within a regulatory framework; interpret and enforce regulations; organize and manage projects; administer and interpret contracts; solicit and evaluate bids and proposals; accurately estimate costs; prepare complex reports; prepare grant applications; establish and maintain effective working relationships; communicate clearly and concisely, both orally and in writing; and use computer database software.

## THE EXAM PROCESS

The examination process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application and supplemental questionnaire (pass/fail). Those successful in this evaluation will be invited to an oral examination (weighted 100%), which also may include a related work performance exercise. If a large number of applications are received for this recruitment, only the most qualified applicants will be invited to participate in the examination process.

### SUPPLEMENTAL QUESTIONNAIRE

These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions and your employment application will be thoroughly evaluated in order to determine the most suitably qualified applicants to be invited to the oral examination. It is expected that you will be as complete and specific as possible. Your answers should be submitted on 8½" x 11" paper, preferably typed, and submitted with your completed employment application.

***Applications submitted without a completed supplemental questionnaire will not be considered.***

1. Describe how you qualify for this position. In your response, please include related experience and training.
2. Describe your skills and abilities with computer software, including an occasion where it was necessary for you to develop a complex spreadsheet or database for a specific application.
3. Describe your experience within a regulatory framework, either enforcing regulations or working in the regulated community?